NINTH

ANNUAL REPORT

APRIL 1, 1983 - MARCH 31, 1984

Alberta

RECREATION AND PARKS

.85-3652/

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Alberta
RECREATION AND PARKS

Office of the Minister

Room 107 Legislature Building, Edmonton, Alberta, Canada T5K 2B6 403/427-3672

March 1, 1985

The Honourable Gerard J. Amerongen
Speaker of the Legislative Assembly of Alberta

Sir:

The undersigned has the honour to submit herewith the Annual Report of Alberta Recreation and Parks for the year ended March 31, 1984.

Respectfully submitted,

Peter Trynchy
Minister of Alberta
Recreation and Parks

Alberta
RECREATION AND PARKS

Office of the Deputy Minister

16th Floor, Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta, Canada T5J 3N4 403/427-3948

March 1, 1985

Honourable Peter Trynchy
Minister
Alberta Recreation and Parks
#107 Legislature Building
Edmonton, Alberta
T2K 2B6

Sir:

It is my pleasure to present the Ninth Annual Report of Alberta Recreation and Parks. This report covers the department's operational year which ended March 31, 1984.

Following upon the initiatives begun in the previous fiscal year, the department has continued to work toward greater cost effectiveness in our program and service delivery. At the same time, we have strengthened our commitment to involvement of the private sector in the construction and operation of our facilities. The majority of provincial funds dedicated to the 1988 Winter Olympic Games' capital construction have gone, and will continue to be directed, to the private sector. In addition, a greater proportion of our capital works in parks' upgrading, and reconstruction has been pursued through private sector contracts. The department has also initiated a comprehensive program to increase the role of the private sector in park maintenance. The privatization of the Kananaskis Country golf course and ski hill operations at Strathcona Science Park and Cypress Hills Provincial Park are examples of this program.

During 1983-84, the department initiated work on a comprehensive Recreation and Parks Policy Statement. This statement is intended to provide broad long-term direction for the programs and services of Alberta Recreation and Parks. The department is committed to public involvement in this process through workshops, public meetings and submissions.

The department was also assigned responsibility for co-ordinating the Alberta Government's activities for the International Youth Year (1985). Initial planning has occurred for the recognition and celebration of the International Youth Year in Alberta and will reflect this government's strong commitment to the growth and development of young Albertans.

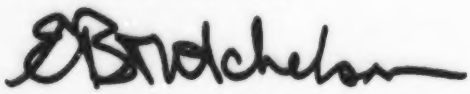
1983-84 saw the department participate in the successful hosting of two major sport events in Alberta: the 1983 World University Games, held in Edmonton, July 1 - 11, and the 1983 Western Canada Summer Games, held in Calgary, July 31 - August 6. Both events were very successful as organizing committees were able to host excellent events. Such sporting events have, without a doubt, enhanced the image and profile of Alberta throughout Canada and the world.

The department also signed a formal sport exchange agreement with the province of Heilongjiang in the People's Republic of China. This agreement signifies a new era of international sport liaison between the two provinces.

During 1983-84, the department also developed an Alberta Olympic Game Plan to provide the maximum opportunity for Alberta's athletes, coaches and officials to participate in the 1988 Winter Olympic Games as part of the Canadian delegation.

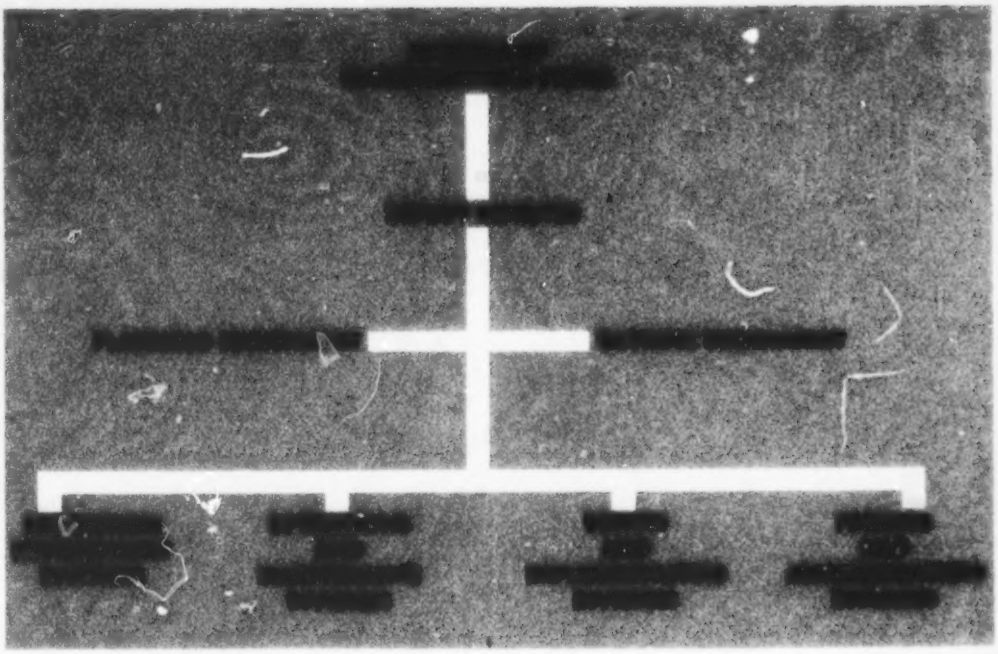
Finally, this past fiscal year saw two major legislative changes. The Provincial Parks Amendment Act and the Alberta Games Council Amendment Act received Royal Assent. The former clarified and revised the Provincial Parks Act, and the latter established the Alberta Sport Council.

Respectfully submitted,



E.B. Mitchelson
Deputy Minister

Organization Chart



III

Planning Secretariat

1.0 Introduction

The Planning Secretariat reports directly to the deputy minister. The secretariat consists of a director, two policy analysts and a secretary.

The Planning Secretariat's principle function is to provide strategic planning at the executive management level. Towards this goal, the secretariat assists the deputy minister and executive committee on matters relating to strategic planning, general management planning and proposed department policy/legislation development.

2.0 Overview

2.1 STRATEGIC PLANNING

As a means towards providing improved management and service delivery, the department has adopted a corporate planning process. It is the Planning Secretariat's role to act as the coordinator of the entire corporate planning process. As part of this process, the Planning Secretariat:

- Assisted senior executives in developing department purpose, goals and objectives;
- completed a study on issues management. This study identified strategic issues of consequence for the department and proposed recommendations for resolving them;
- commenced a study of the role of the department in conservation practices;
- completed a study of the economic significance of recreation in Alberta.

2.2 POLICY/LEGISLATION DEVELOPMENT

During 1983-84, the Planning Secretariat developed a planning approach and received the department's endorsement to proceed with the preparation of a proposed recreation and parks policy statement. This proposed policy statement will, if approved, provide broad long-term direction for the programs and services of the department. Public involvement will be sought in the development of the policy statement.

The Planning Secretariat also participated in the development of revised regulations for the Provincial Parks Act (R.S.A. 1980). The secretariat assisted in the review of other government legislation affecting recreation and parks.

2.3 DEPARTMENT MANAGEMENT PLANNING

In the area of management planning, the Planning Secretariat assisted senior management in a number of areas. These included:

- provision of support services to regular executive committee meetings;
- preparation and distribution of a department management calendar containing events and dates of significance to the department as a whole;
- coordination of management studies within the department.

IV

Olympic Secretariat

1.0 Introduction

The Olympic Secretariat was established in March, 1983 to coordinate the Alberta government's involvement in the 1988 Winter Olympic Games in Calgary.

2.0 Overview

1983-84 represented the first year of operation of the Olympic Secretariat. Major activities focused on defining the general and specific commitments of the Alberta government towards the olympics. In addition, mechanisms for implementing project responsibilities were established.

During the year, the Olympic Secretariat established a system to define decision-making and project responsibility.

The secretariat also worked with OCO'88 to develop a master agreement defining the Alberta government's olympic commitments. This agreement was completed on December 29, 1983. The preparation of detailed subagreements for each project were then initiated.

A grant of $1 million was provided to OCO'88 to assist with operational start-up requirements.

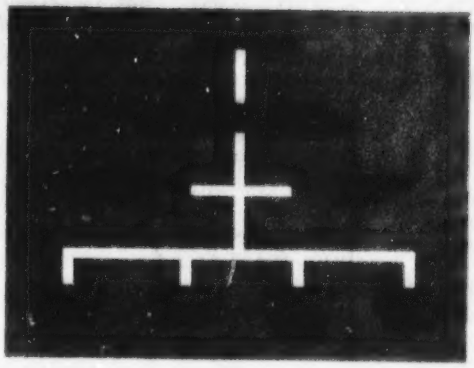
Preliminary planning and design was initiated on all major capital projects. A detailed implementation strategy was established for each of the capital projects to be funded and/or developed by the Alberta government. Preliminary project management systems were developed.

The Olympic Secretariat provided advice to OCO'88, as required, on operational matters.

Construction on the McMahon Stadium upgrading project was initiated.

V

Recreation Development Division



1.0 Introduction

The Recreation Development Division is responsible for promoting the development of recreation facilities and opportunities in Alberta. This is achieved by providing financial assistance, information and offering consulting services to municipal recreation authorities, sport and recreation associations and other voluntary organizations in the province.

The division provides grants to municipal recreation authorities for general capital development, facility operations and programming. Grants are also provided to provincial associations to promote program and organization development.

Consulting services are provided to municipalities and recreation and sport associations to encourage the development of a broad range of recreation opportunities. Information is also provided on leadership development, leisure awareness, facility operation, program planning and association development. Special recreation services are also available to groups that provide recreation opportunities to disabled persons, seniors, natives, young children and youths.

2.0 Overview

The division's primary focus during 1983-84 was the establishment of a strategy on sport development that described the roles of the major agencies responsible for the delivery and administration of sport in Alberta. This strategy also outlined the major program thrusts of the division in sport development.

The division finalized a formal sport exchange agreement with the province of Heilongjiang in the People's Republic of China. This agreement signifies a new era of international sport liaison between the two provinces.

The division participated in the successful hosting of two major sports events in Alberta: the 1983 World University Games in Edmonton (July 1 - 11) and the 1983 Western Canada Summer Games in Calgary (July 31 to August 6).

The division actively participated in the review of the distribution of revenue generated through lotteries. As a result of this review, sport and recreation have been assigned a significant portion of the lottery profits for the period of 1984-89. The department will utilize two crown corporations reporting to the minister to distribute these funds. These crown corporations include the Alberta Sport Council and the Recreation, Parks and Wildlife Foundation.

The division reviewed its range of municipal recreation assistance programs directed towards facility development and operation.

3.0 Administrative Support Branch

3.1 INTRODUCTION

The Administrative Support Branch is responsible for providing management support services, including the monitoring and reporting of the division's expenditure transactions. Other functions include the development, implementation, maintenance and evaluation of the division's management support services. The branch advises the assistant deputy minister and divisional managers on administrative matters as they relate to budgets, manpower, records, administrative policy, procedures and general services.

3.2 OVERVIEW

The Administrative Support Branch assisted in the development and implementation of improved expenditure monitoring systems. The branch also initiated the development and implementation of a uniform block-numeric file and records system for the division.

4.0 Planning Support Branch

4.1 INTRODUCTION

The Planning Support Branch is responsible for operational planning in the division, as well as the design and implementation of ongoing divisional planning, data collection and applied systems programs.

The branch advises the assistant deputy minister on matters concerning planning and systems as they relate to the division. The branch also assists other branches in policy and program planning and evaluation.

The branch completed the Alberta Sport Council Implementation Strategy Report which identifies the division's program initiatives in sport development in Alberta.

A review of the department's funding programs directed towards municipal recreation was also completed. This project recommended a funding and grants strategy for municipal recreation development.

The "A Look at Leisure" information series was continued. Copies were distributed to nearly 2,000 recreation personnel, as well as post-secondary educational institutions in Alberta and individuals in other provinces and countries.

Work was also completed on the Alberta Game Plan '88 - a report that outlines team preparation plans for the 1988 Winter Olympics in Calgary.

5.0 Recreation Programs Branch

5.1 INTRODUCTION

The Recreation Programs Branch is responsible for promoting and coordinating the development and evaluation of outdoor recreation, sport and fitness programs. The branch also provides recreation services to youths, young children, older adults and disabled persons.

The branch assists provincial sports and recreation associations, municipalities, recreation boards, recreation professionals and other interested groups in designing and providing recreation opportunities. Financial assistance is provided, through grants, to provincial associations and communities to aid in the development of diverse recreation opportunities for all Albertans. Grant programs includes; Trail Development Grants, Provincial Sport and Recreation Association Grants, Discover Alberta Grants, Regional Games Grants, Hosting Grants, Outdoors Alberta Grant, Special Projects Grants, Alberta Athlete Assistance Program Grants, Recreation for the Disabled Grants, and Fitness and Special Groups Grants.

5.2 OVERVIEW

During 1983-84, 107 provincial sport and recreation associations received a total of $1.8 million.

The division-supported Outdoors Alberta mobile unit, operated by the YWCA of Edmonton, was refurbished. The mobile unit continued to provide leadership and program support in central Alberta in activities such as canoeing, cross-country skiing, orienteering and camping.

The department was assigned the responsibility of coordinating Alberta's activities for the International Youth Year (IYY). Initial planning for the recognition and celebration of IYY in Alberta has been completed.

Two major sport events were successfully hosted in Alberta in 1983-84: the 1983 World University Games in Edmonton (July 1 to 11) and the 1983 Western Canada Summer Games in Calgary (July 31 to August 6).

The department finalized its sport exchange program with the Province of Heilongjiang, People's Republic of China, by signing a formal agreement covering 1983-86. The Alberta table tennis team and two ice hockey coaches traveled to China as part of this exchange. In addition, a high ranking delegation of Heilongjiang sport officials toured Alberta.

The Recreation for the Disabled program provided approximately $413 thousand to 54 municipalities for a total of 77 programs. This expenditure enabled nearly 900 disabled children to participate in summer recreation programs.

The Blue Lake Centre, near Hinton, offered 177 courses to improve the leadership and technical skills of outdoor leaders.

An Alberta olympic game plan was developed to provide maximum opportunity for Alberta's athletes, coaches and officials to participate in the 1988 Winter Olympic Games.

The branch participated in the introduction of a national fitness leadership certification system in Alberta.

6.0 Community Recreation Branch

6.1 INTRODUCTION

The Community Recreation Branch provides services and programs for indoor and outdoor recreation and sport facilities in community recreation systems. The branch also provides consultation, technical resources and educational opportunities to municipal recreation authorities and related agencies.

6.2 OVERVIEW

The branch assisted recreation practitioners, recreation board members and municipal councillors and administrators in the development of municipal recreation delivery systems.

The branch assisted communities in the development, management and operation of indoor recreation and sport facilities, as well as the planning, development and management of outdoor recreation and sport facilities and open space.

There was a high demand for consulting services in the areas of building operations, energy management, cost efficiency and operation of mechanical systems in pools, arenas, curling rinks and community halls.

In addition consultation was provided to communities receiving grants under the Municipal Parks Operating Program and the Trail Development Program.

The branch coordinated the Urban Parks Program, providing $22 million in 1983-84, from the Alberta Heritage Savings Trust Fund to five cities for land acquisition, planning, design and capital construction of urban parks. The branch also negotiated a new operating agreement for Capital City Recreation Park under which the City of Edmonton will receive an annual grant to operate and maintain the park.

7.0 Recreation Field Services Branch

7.1 INTRODUCTION

The Recreation Field Services Branch provides information and consultative services to municipal recreation authorities, community organizations, agencies and clubs, and regional recreation associations. The branch assists clients in effectively using resources for the enhancement of recreation services throughout the province.

The branch is divided into three sections, serving northern, central and southern Alberta through 24 recreation consultants in 18 regional offices.

7.2 OVERVIEW

During the 1983-84 fiscal year there was a continuing emphasis on 'doing more with less'. Client groups requested assistance in exploring innovative actions to reduce the impact of the financial pressures they were experiencing or anticipating. Volunteer leadership development, efficient facility operations, fund-raising, financial management, contracting of services, and inter-agency cooperation were major themes running through the services delivered by the branch.

Consultant and information services were provided to 750 recreation authorities in the areas of organization and management of recreation resources, recreation leadership development, recreation program development and evaluation, open space and facility design, and facility operation and programming.

The branch assisted in the development and promotion of winter and summer regional games, and provided assistance for the 1984 Alberta Winter Games.

The branch provided consultation, assisted in the preparation of grant applications and assessed applications for assistance through the Major Cultural/Recreation Facility Development Program, Project Co-operation, Operational Program Assistance, and the Trail Development, Fitness and Special Groups Grants.

The branch assisted municipalities in planning and designing facilities under the Municipal Recreation Areas Program and Urban Parks Program. The branch also provided consultation and support to municipalities to develop and update community recreation master plans.

8.0 Financial Assistance Branch

8.1 INTRODUCTION

The Financial Assistance Branch coordinates a variety of financial assistance programs to encourage the development of facilities and programs aimed at increasing and improving recreation opportunities for Albertans.

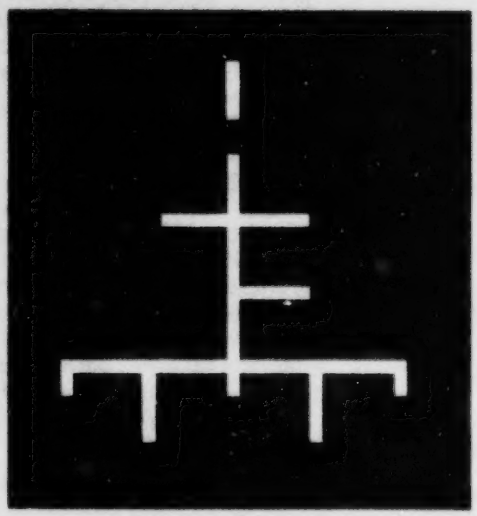
To achieve this goal, assistance is made available to municipal recreation boards, provincial associations and organizations, regional associations and special client groups.

8.2 OVERVIEW

During 1983-84 the branch processed 2,709 grants and awarded a total of $41.8 million to Alberta municipalities, provincial sport and recreation associations and other groups to improve recreation opportunities for Albertans.

VI

Operations and Maintenance Division



1.0 Introduction

The division is responsible for the operation, maintenance and conservation of all provincial parks, recreation areas and wilderness areas for the enjoyment and safety of visitors.

2.0 Overview

The division manages and carries out the day-to-day operation and maintenance of Alberta's 62 provincial parks and 109 provincial recreation areas. The division is also responsible for three wilderness areas.

Parks and recreation areas are maintained and operated by a permanent staff of park rangers, maintenance and trade personnel. These are supplemented by seasonally-hired employees during periods of high public use. Staff is managed through five regional offices. Regional offices provide support to park programs throughout these regions in the areas of visitor services, resource management, trades activities, finances and administration.

Albertans and out-of-province visitors spent more than 1.78 million individual camping nights* in Alberta's provincial parks and recreation areas during the 1983 season. In addition, it is estimated that approximately 3.2 million Albertans and visitors utilized day use facilities managed by the division. Alberta's parks and recreation areas offered 11,049 campsites for visitor use during the year.

* one individual camping night equals one person camping one night.

During 1983, the division emphasized efficiency and customer satisfaction. The division's campsite self-registration system was expanded to reduce costs by allowing visitors to register themselves in our campgrounds. Our campsite reservation system was refined to allow customers to make reservations by telephone in 11 of the department's major campgrounds. The reservation system has proven very popular especially with weekend users and the vacationing camper.

In response to government directives, the division actively encouraged private sector participation in the operation and maintenance of parks and recreation areas. The division established 122 contracts with the private sector and provided employment to numerous small contracting firms.

The division continued to maintain a close working relationship with the R.C.M.P. on such key activities as crime prevention and the Parkwatch program. Current statistics maintained by both the R.C.M.P. and the division indicate that these programs have contributed to an overall reduction in violations in our parks.

The division initiated a direct purchase firewood procurement program which was considered to be very successful. It attracted many independent sellers, providing supplemental income for many individuals in rural communities. The program generated extensive positive comment.

The division also began work on revising regulations under the Provincial Parks Act (R.S.A. 1980)

3.0 Administrative Support Branch

3.1 INTRODUCTION

The branch provides administrative and financial support services to division management, the Field Support Branch, Visitor Services Branch and Regional Offices, coordinating these services where divisional need requires.

3.2 OVERVIEW

In 1983-84, the branch provided the required support functions for the division. The branch also developed divisional policy positions on seasonal staff housing, exchange on foreign currency and disposal of materials other than fixed assets.

The branch played a major role in coordinating contracts with private operators throughout the system.

4.0 Field Support Branch

4.1 INTRODUCTION

The Field Support Branch is a division service branch providing support to the five regions in the delivery of the provincial parks and recreation areas program.

4.2 OVERVIEW

The Field Support Branch emphasized operational planning in order to increase involvement of the private sector in the maintenance and operation of provincial parks and recreation areas.

The branch assisted in the development of operations and maintenance standards established to direct and coordinate the delivery of services in parks and recreation areas. These standards will ensure improved budgeting procedures.

The branch coordinated a study of the costs of operating and maintenance services. The study also included an inventory of the division's facilities and services and an evaluation of the collection of statistics on day users, with recommendations for improvements.

In keeping with the division's "Good Host" strategy, an enforcement philosophy was developed and adopted. Based upon this philosophy more emphasis is now placed on preventing crimes before they occur, than on charging or evicting violators. Due to this approach, less than one per cent of our visitors were charged with a violation, evicted, or given written warnings this year.

5.0 Visitor Services Branch

5.1 INTRODUCTION

The Visitor Services Branch is responsible for coordinating public information offered at parks and recreation areas. Public information includes interpretive education and visitor orientation.

5.2 OVERVIEW

Major projects completed by the branch included a detailed evaluation program measuring customer satisfaction and the success of public information programs. The branch developed a policy dealing with the use of volunteers in parks and recreation areas. Learning resources manuals supporting the use of parks for educational purposes were produced for two parks. An improved public information system was developed in cooperation with Travel Alberta.

As well, the efforts of branch staff resulted in completion of major displays at the Fish Creek Environmental Education Centre and the Fish Creek Visitor Centre.

6.0 Northern Region

6.1 INTRODUCTION

The Northern Region of the Operations and Maintenance Division administers 12 provincial parks and 11 recreation areas. The regional office is located in Valleyview.

6.2 OVERVIEW

Various maintenance and service contracts were awarded to the private sector. These contracts included sewage disposal, janitorial services, caretaking, campground maintenance, garbage disposal and lawn and horticultural maintenance.

Construction of the new Carson-Pegasus Provincial Park continued. Sixty additional campsites and a group use area were opened at Moonshine Lake Provincial Park. Facilities at O'Brien Provincial Park which had been flooded in 1982 were reconstructed. Volunteer groups and individuals from the Grande Prairie area helped in the reconstruction effort. Construction commenced on the Winagami Lake breakwater structure, a project recommended by the Winagami Lake Advisory Committee.

7.0 West Central Region

7.1 INTRODUCTION

The West Central Region of the Operations and Maintenance Division administers 14 provincial parks and 10 recreation areas. The regional office is located in Rimbey.

7.2 OVERVIEW

The region's maintenance management program maximizes the useful life of all facilities and equipment and has also served to increase productivity. In addition, the program has made personnel more aware of safety. Contracts were awarded to the private sector to provide janitorial, plumbing and insulating services.

The region developed and implemented a promotional plan for the Shannon Terrace Environmental Education Centre located in Fish Creek Provincial Park.

With the cooperation of Alberta Culture, the region coordinated the interpretation of historic sites within Jarvis Bay and Crimson Lake Provincial Parks.

8.0 East Central Region

8.1 INTRODUCTION

The East Central Region of Operations and Maintenance Division administers 18 provincial parks and 36 recreation areas. The regional office is located in Lac La Biche.

8.2 OVERVIEW

A cooperative effort between Alberta Recreation and Parks, Public Lands and the Fish and Wildlife Divisions of Alberta Energy and Natural Resources has resulted in the commencement of the development of the Blackfoot Grazing Reserve. In 1983-84, 3,400 acres of land were cleared for future grazing leases. Campground and service building construction continued at Whitney Lake Provincial Park. Redevelopment of the campground and day use area was completed at Big Knife Provincial Park.

9.0 Southern Region

9.1 INTRODUCTION

The Southern Region of the Operations and Maintenance Division administers 15 provincial parks and 10 recreation areas. The regional office is located in Vulcan.

9.2 OVERVIEW

The Cypress Hills ski hill completed its first year of operation under private sector management. The ski hill was open for a total of 28 days with an average of 126 skiers per day.

The opening of an 84-unit campground at Kinbrook Island Provincial Park and the expansion by 40 units of the campground at Tillebrook Provincial Park provided additional campsites for public use. A major reclamation project was undertaken to repair flood damage to the campground, day use and beach areas at Little Bow Provincial Park.

10.0 Kananaskis Country

10.1 INTRODUCTION

The Kananaskis Country Region of the Operations and Maintenance Division administers three provincial parks and 42 recreation areas. The regional office is located in Canmore.

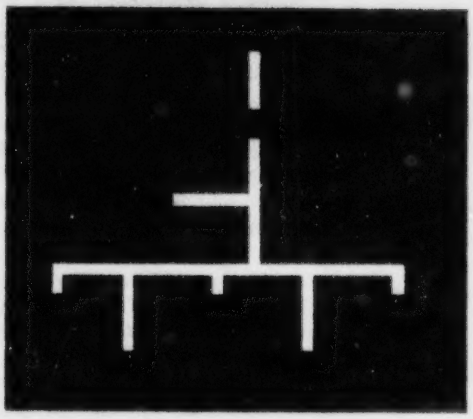
10.2 OVERVIEW

Various maintenance and service contracts were awarded to the private sector. These contracts included solid waste management, sewage waste disposal, janitorial services and general maintenance. Operation of the Kananaskis Country golf course was awarded to the private sector. The golf course officially opened to the public in July, 1983.

Construction of campsites, trails, toilets and hard and soft landscaping continued at Lower Lakes, Gooseberry, William Watson Lodge, Ford Creek, Pocatarra, and River Cove campgrounds. Fifteen day use areas were landscaped, seeded and equipped with picnic tables, garbage containers, fire pits and toilet facilities. Interlakes campground and Little Elbow campground were opened to the public in 1984. The region assumed responsibility for seven campsites and nine day use areas from the Alberta Forest Service.

VII

Design and Implementation Division



1.0 Introduction

The Design and Implementation Division is responsible for planning and developing a land-based outdoor recreation and conservation system for the department.

This is to be accomplished by studying public needs for outdoor recreation opportunities; examining and acquiring lands of high recreational or conservation capability; and, planning, designing and developing facilities for provincial parks and recreation areas.

During 1983-84 the division's first priority was the upgrading and redevelopment of existing facilities and services. This was followed by the development of new opportunities through the expansion of existing parks and recreation areas or the establishment of new areas.

2.0 Overview

One of the major undertakings of the division was to prepare for the change to a project management approach in designing and constructing facilities and services on lands under the administration of the department. The role of the division was clarified through the division's participation in the preparation of a statement of the department's purpose, goals and objectives.

3.0 Divisional Support Branch

3.1 INTRODUCTION

The Divisional Support Branch provides financial, record-keeping and administrative support to the Design and Implementation Division.

3.2 OVERVIEW

The branch assisted other groups within the division by providing expertise and clerical assistance with respect to financial administration, expenditure monitoring and contracts and budgets.

Work began on a complete inventory of divisional fixed assets. In addition, the branch completed the design of a new records management system and began work toward installation of a management information system for decision making purposes.

4.0 Planning Branch

4.1 INTRODUCTION

The Planning Branch assesses public needs and desires for outdoor recreation opportunities and also compiles and publishes statistics on the actual use of the areas and facilities operated by the department. It examines areas suitable for a variety of outdoor recreation activities. The branch also identifies and inventories areas requiring special management so that their natural beauty will be preserved.

4.2 OVERVIEW

The branch undertook further work on proposed program policies and planning standards for lands and sites administered by the department. The major emphasis of the year's work was on facilities and services to be offered in provincial parks and recreation areas.

A number of development plans for existing provincial parks and recreation areas were prepared to direct the upgrading and redevelopment of areas and facilities.

A study of the division's market information requirements was completed and steps were taken to undertake a directed market study program.

The branch participated in the preparation of a development plan for the Blackfoot Grazing Reserve.

A study to identify Crown lands which should be reserved for the potential future development of provincial parks and recreation areas was completed and approved.

The Advisory Committee on Wilderness Areas and Ecological Reserves was established to receive and consolidate public input on the establishment of ecological reserves.

5.0 Design Branch

5.1 INTRODUCTION

The branch is responsible for preparing designs and working drawings for the physical development of provincial parks and recreation areas. It also provides a variety of technical services to the department through the landscape architecture, engineering and technical services areas.

5.2 OVERVIEW

During the 1983-84 fiscal year, the branch oversaw the development of designs, drawings and specifications for capital development in 11 provincial parks and 20 recreation areas.

The branch represented the division and the department on the Fish Creek Management Committee. The branch also provided expenditure control for the Alberta Heritage Savings Trust Fund budget allocated to the department for Fish Creek Provincial Park.

6.0 Project Management Branch

6.1 INTRODUCTION

The branch is responsible for coordinating the department's project management approach to capital development programs in Kananaskis Country. This involves plans, designs and contract management, as well as capital construction of recreation and interpretive programs associated with group camps, day use sites, campgrounds, trails and roads.

6.2 OVERVIEW

The Project Management Branch oversaw the completion of four campgrounds: Interlakes, Ford Creek, McLean Creek and Gooseberry. Two interpretive education group camps were also opened -- one on the Elbow road and the other in Kananaskis Provincial Park. Construction was also initiated on an integrated campground, group camp and day use area on Lower Kananaskis Lake. The Kananaskis Country trail program was substantially completed. This program included the construction of snowmobile, equestrian, hiking, cross-country skiing, cycling and interpretive trails. The Kananaskis Country golf course was opened, with 27 holes available for play. An additional nine holes will be completed in 1985. The facility also includes winter ski trails. The 1983 World Boy Scout Jamboree was held at the site constructed for the 1981 Canadian Scout Jamboree.

7.0 Implementation Branch

7.1 INTRODUCTION

The Implementation Branch is responsible for overseeing the construction of facilities in provincial parks and recreation areas. The actual construction work is done in one of three ways: by private contractors under the supervision of branch staff; by the branch's own construction section; or, by Alberta Environment and Alberta Public Works, Supply and Services, under the branch's guidance.

7.2 OVERVIEW

During the 1983-84 fiscal year, the branch implemented projects in 11 provincial parks and 20 recreation areas. Many construction projects were completed, including campsites, roads, parking lots, water supply and irrigation systems, a breakwater and timber causeway, boat launches, landscaping, comfort stations, toilets, picnic shelters, a marina building, a check station, concession buildings and a sewage lagoon. Site furnishings were also installed.

8.0 Land Management Branch

8.1 INTRODUCTION

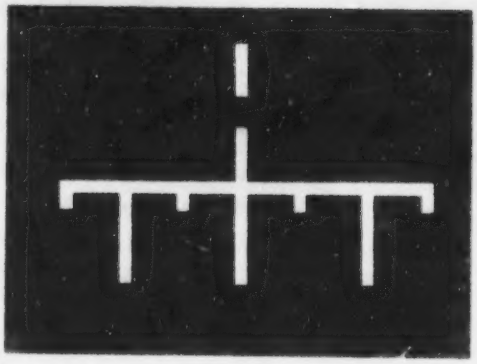
In 1983-84, a separate land management function was established in the department. The Land Management Branch manages the issuance of dispositions for recreational and non-recreational land uses on land administered by the department. It administers disposition agreements and the collection of fees and maintains a registry of dispositions. The branch also coordinates the acquisition of private and crown land required by the department and the designation of such lands under the proper act. Regulations, policies and procedures regarding land management are developed by the branch. A comprehensive registry of lands administered by the department is also maintained.

8.2 OVERVIEW

During the 1983-84 fiscal year, the branch did a complete review of dispositions and conducted studies to review and analyze existing fees, charges and applications. The branch also reviewed the interpretation of legislation and regulations. Procedures were documented to streamline the day-to-day administration and registration of agreements.

VIII

Finance and Administration Division



1.0 Introduction

The Finance and Administration Division provides a service network to the department in the areas of finance and budget coordination, internal auditing, personnel services, systems development, legal services and public communications.

2.0 Overview

The Finance and Administration Division continued to put increased emphasis on streamlining financial procedures and reducing red tape.

3.0 Budget Coordination Branch

3.1 INTRODUCTION

The Budget Coordination Branch advises the deputy minister on short and long-term budgeting strategy based on economic indicators. The branch also coordinates annual budget submissions and maintains a departmental expenditure monitoring system.

3.2 OVERVIEW

In 1983-84, the branch continued its emphasis on improving financial reporting for monitoring expenditures and authorizing man-year utilization. The branch has also been active in updating departmental finance and administration policies and procedures. Budgets were prepared and administered for General Revenue Fund and Heritage Savings Trust Fund projects appropriated to the department.

4.0 Financial Administration Branch

4.1 INTRODUCTION

The Financial Administration Branch provides department management with support and control systems for the execution of all financial transactions. The branch monitors and ensures compliance with accepted accounting principles, as outlined by the Financial Administration Act, departmental legislation, Orders in Council, Treasury Board Directives and policies and procedures established by central agencies.

4.2 OVERVIEW

In addition to providing ongoing services related to all financial transactions the branch coordinated the implementation of the firewood procurement program, year-end financial activities and a review of all accountable advances.

The decision to decentralize many key accounting functions caused the branch to participate in a major review and redocumentation of all financial policy and procedures.

With the implementation of the Revenue/Receipt Information Control System (RICS), adjustments were made to the departmental revenue accounting coding structure to comply with the classifications established by Treasury.

A monitoring system was established in an attempt to comply with the government's policy of paying accounts within 30 days.

5.0 Personnel Services Branch

5.1 INTRODUCTION

The Personnel Services Branch is responsible for the coordination of the personnel administration program in the areas of staffing and recruitment, classification, organizational development, employee relations, salary and wage administration, occupational health and safety, staff development, staff housing and department accommodation.

5.2 OVERVIEW

During 1983-84, the branch responded to departmental downsizing plans by providing support and assistance in the redeployment of affected personnel.

The branch administered wage employment and special employment programs. Staff development and training activities focused on improving employee and organizational skills in areas such as operational planning and consulting with client groups.

6.0 Systems Development Branch

6.1 INTRODUCTION

The Systems Development Branch provides services for the planning, development and maintenance of departmental information systems. These systems, which may include both manual and automated components, are designed to meet the information needs of departmental managers, as well as to assist with the administrative functions of the department.

The services provided by the branch are divided into five broad categories: electronic data processing services; systems planning; policies and procedures development; library services; and, records management.

6.2 OVERVIEW

During the year, the branch provided ongoing services in planning and developing new systems and enhancing existing systems. Major accomplishments included preparing the annual electronic data processing plan, and starting the development of an accounts receivable system for the Finance Branch. The Client Status System and the Municipality Based Information System were also completed as part of the Recreation Development Division's information system. There was a major thrust in the area of microcomputers. Microcomputers were installed in all divisions and staff were trained in their use and given assistance in the development of application systems. Operational file classification systems were developed for the Recreation Development Division and Olympic Secretariat.

A special project was undertaken to prepare administrative policies and procedures documents. Approximately 300 policies and procedures were completed during the year.

7.0 Legal and General Services Branch

7.1 INTRODUCTION

The Legal and General Services Branch ensures that the department is provided with the legal services needed to execute its program.

As such the branch acts in a liaison role between the department and the department of the attorney general to ensure:

- maintenance of an adequate legislative base for the operation of the department;
- provision of such formal legal documents as may be required in the routine operation of the department;
- acquisition or provision of such legal advice as may be required.

The branch also provides insurance services to the department through liaison with the Risk Management and Insurance Division of Alberta Treasury.

7.2 OVERVIEW

During 1983-84, the branch assisted in the preparation of the Provincial Parks Amendment Act and the Alberta Games Council Amendment Act. Both received Royal Assent in 1983. The branch also processed 68 regulations, 270 insurance claims and 217 contracts.

8.0 Public Communications Branch

8.1 INTRODUCTION

The Public Communications Branch provides advice and professional expertise in the development of communication materials to inform the public about the department's policies, programs and services. Information is provided through news releases, brochures, audio-visuals and advertising.

The branch is staffed by communication specialists assigned to Alberta Recreation and Parks by the Public Affairs Bureau. The communication staff are the bureau's representatives in the department and are responsible for public relations consultation and ensuring that all formal communication materials (i.e. graphic design, print and audio-visuals) meet Alberta government standards.

8.2 OVERVIEW

The branch's key 1983-84 activities included: providing all communication and media liaison services to Team Alberta at the Western Canada Summer Games; providing all communication support to the Energize workshop; developing a Parkwatch media campaign to promote safety and courtesy in provincial parks and recreation areas; and, providing communication support to the Olympic Secretariat.

In carrying out communication plans and strategies, the Public Communications Branch wrote 27 news releases, processed over 500 print and artwork orders, placed 69 advertising orders and organized several special events.

9.0 Internal Audit Branch

9.1 INTRODUCTION

The Internal Audit Branch assists management by assessing systems and procedures and reporting on their status.

9.2 OVERVIEW

In general, audits conducted during the period were systems audits. Financial audits focused primarily on the area of revenue generation.

Legislative Changes: 1983-84

The Provincial Parks Amendment Act received Royal Assent in 1983. The Amendment Act clarified the regulatory powers of the act, revised outdated wording and authorized the minister to administer lands under his jurisdiction which are not formally established as parks or recreation areas.

The Alberta Games Council Amendment Act received Royal Assent in 1983. The amendment expands the scope of the Alberta Games Council to the Alberta Sport Council and defines the responsibilities of the new council.

Five regulations were approved amending the boundaries of Big Knife Provincial Park (A.R. 378/83), Bow Valley Provincial Park (A.R. 54/84), Dry Island Buffao Jump Provincial Park (A.R. 195/83), Midland Provincial Park (A.R. 405/83) and Whitney Lakes Provincial Park (A.R. 148/83).

Regulations were approved establishing 52 provincial recreation areas.

The Recreation and Parks Grant Regulations were amended by Alberta Regulations 64/84 and 87/84. The purpose of these regulations was to add Schedule K - Urban Parks Program Grants, Schedule L - Recreation for the Disabled and Schedule M - Edmonton Capital City Recreation Park Grant.

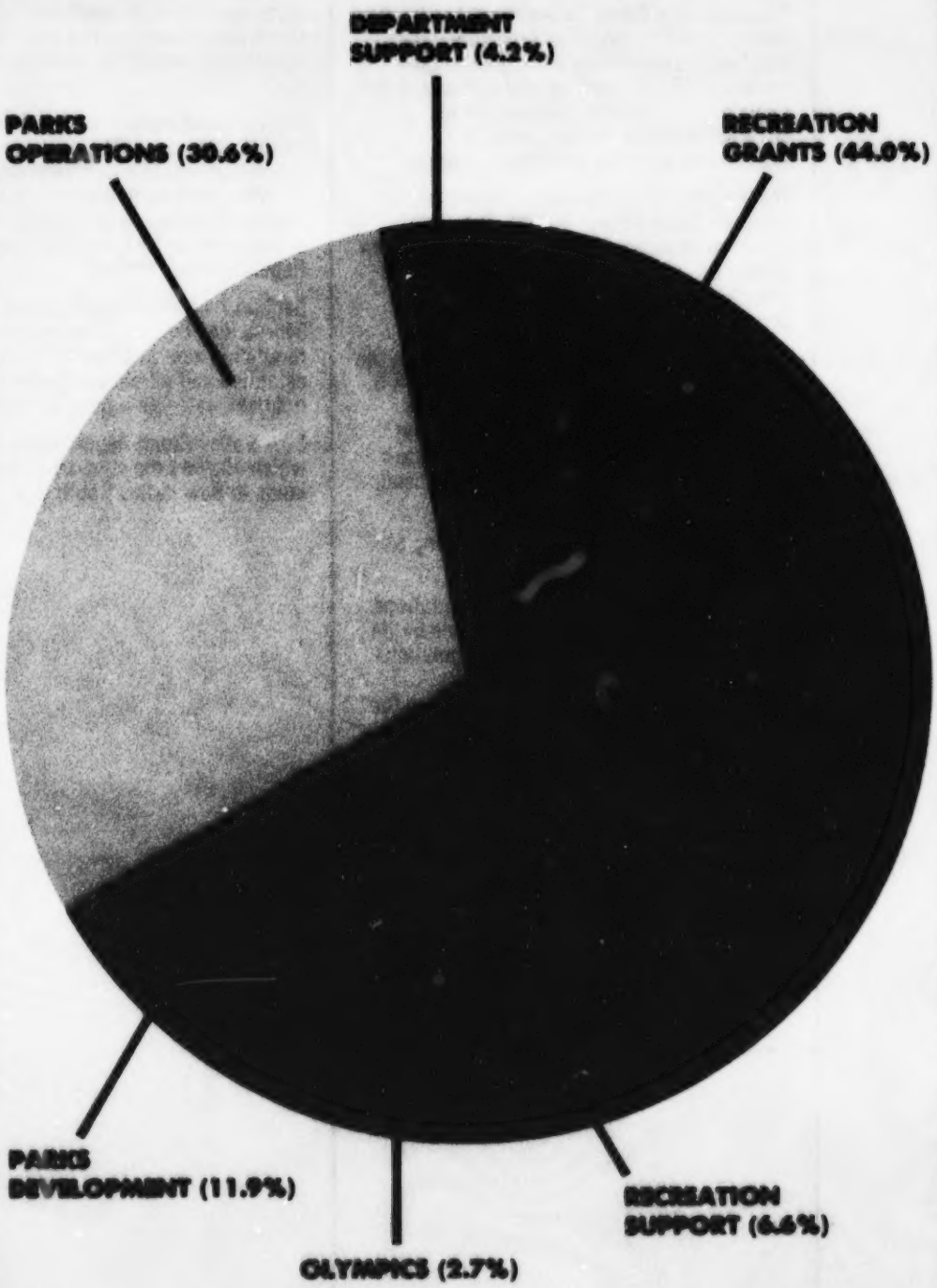
The Disposition Regulations were amended by A.R. 226/83. The purpose of the amendment was to exempt certain agreements from the Disposition Regulations. These are agreements which would normally fall under the Disposition Regulations but which are more appropriately dealt with by specific terms and conditions in a contract. Such agreements would fall under Section 9 of the Act.

Disposition Amendment Regulation A.R. 290/83 was added. The purpose of this regulation was to delete reference to the fee schedule within the Disposition Regulations. The fees schedule was subsequently established under a separate regulation - Fees Regulation A.R. 301/83.

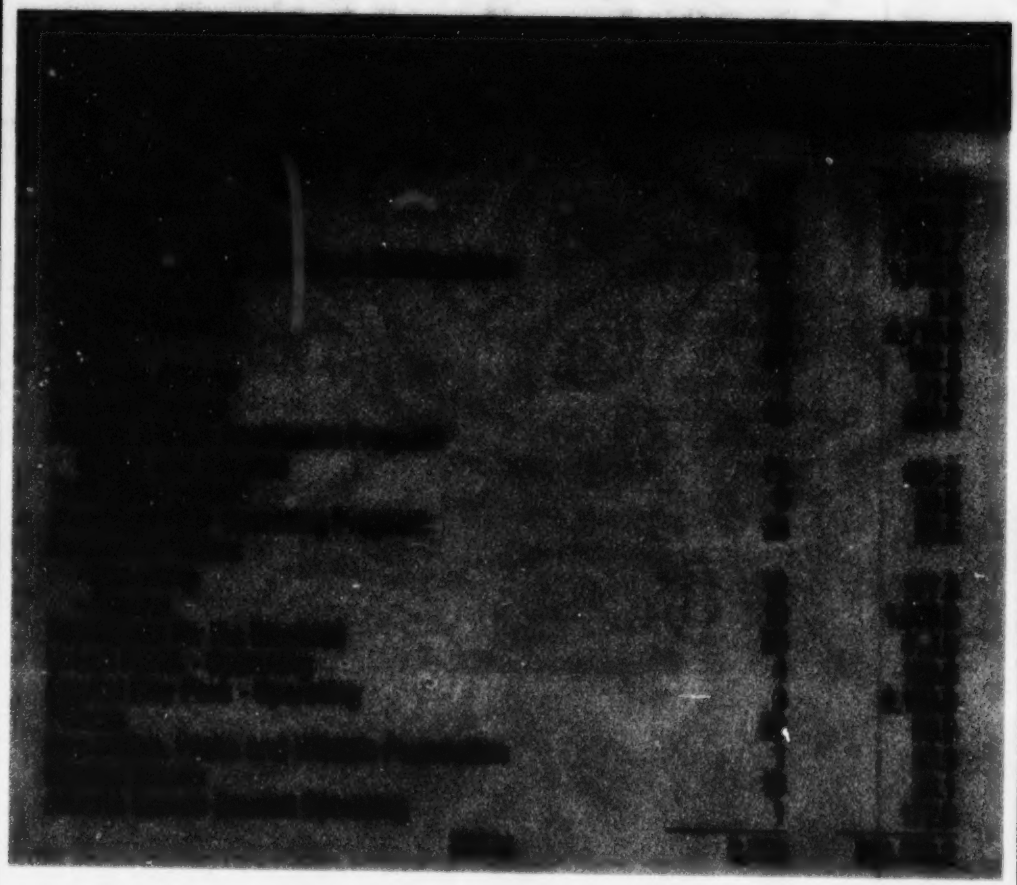
Section 7.1 Declaration Regulations A.R. 346/83 was created. The purpose of this regulation was to allow the minister to establish and administer areas which were not designated as a park or recreation area.

Bow Valley South Regulation A.R. 303/83 which allowed the minister to administer the lands in Bow Valley South was repealed.

General Revenue Fund Expenditure in 1983/84

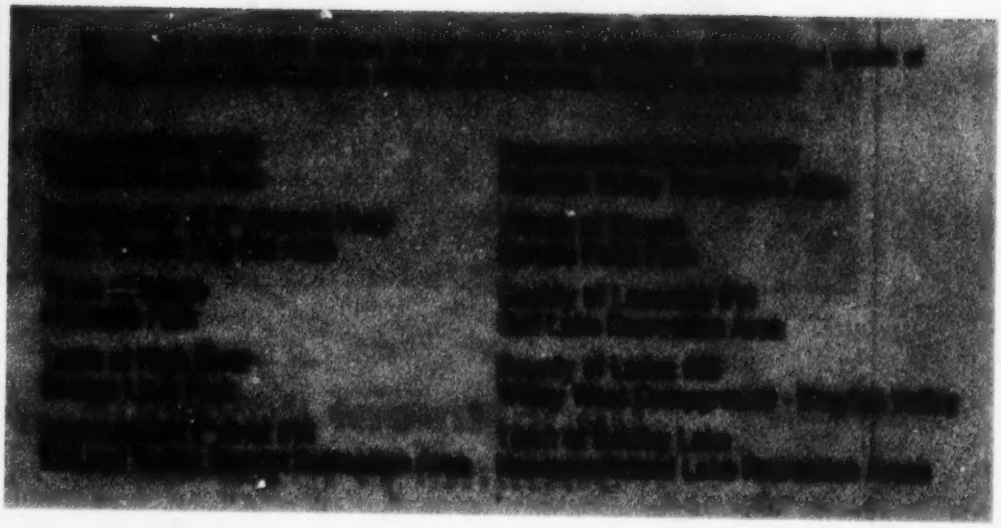


Recreation Grants: 1983-84



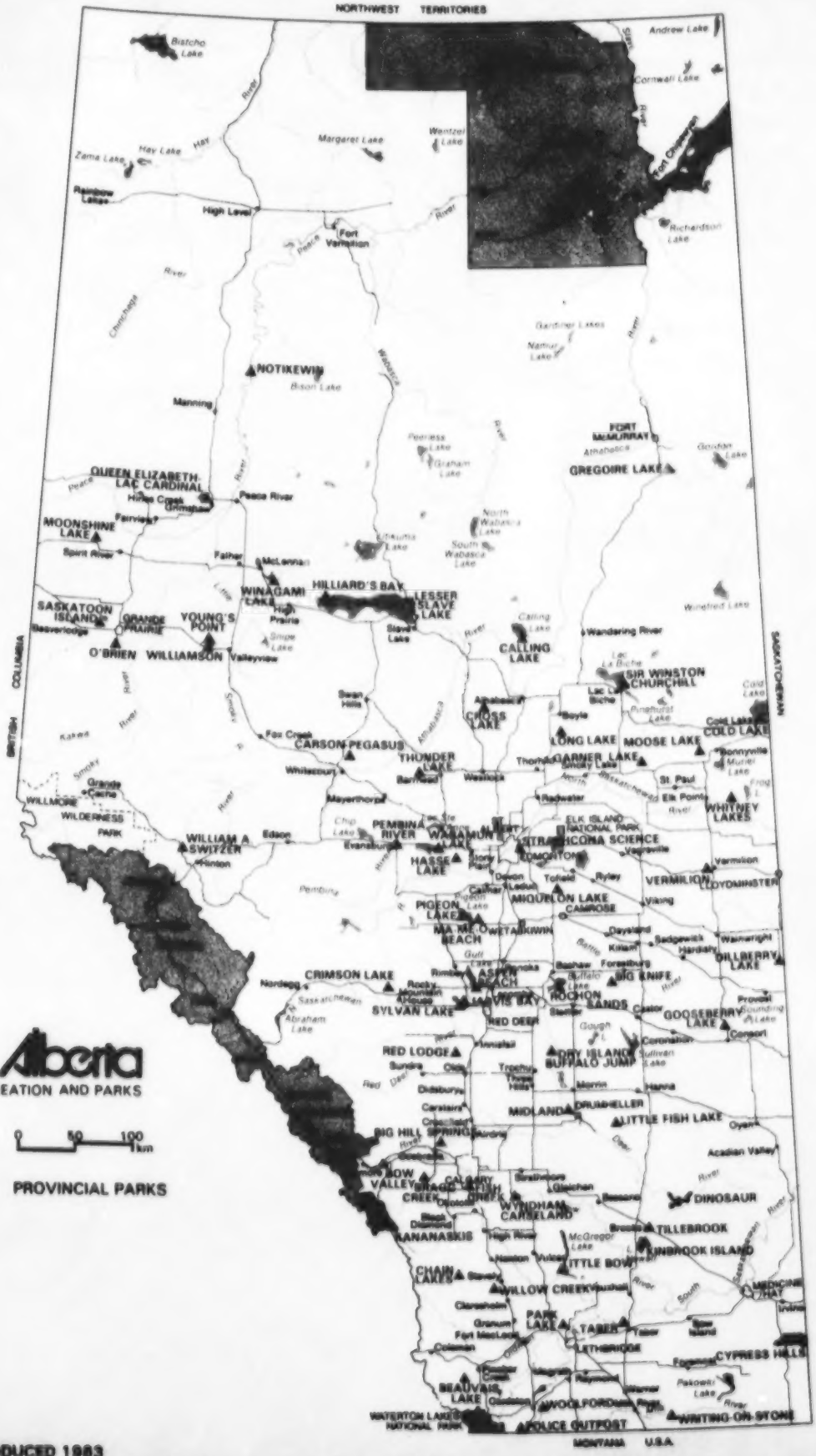
Major Cultural/Recreation Facility Development Program: 1983-84

Municipal Recreation Areas Program Capital Funding: 1983-84



Provincial Park and Provincial Recreation Area Campsite Statistics: 1979 - 1983

Department Revenue Summary: 1983-84



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Prepared by Graphics, Design and Implementation Division.